

Subject: CO500 Introductory-Level Year-End Closing Process Training Course
Offered May 3, 2012

Audience: Agency Training Coordinators, Finance Directors, Procurement Directors

The SCEIS Training Team is pleased to offer a section of CO500 – SCEIS Managing the Year-End Closing Process introductory-level training course. This course provides the basics in preparation for year-end tasks, and includes steps every agency should take on a monthly basis to be ready for year-end. **It is designed for users who have not completed the year-end closing process in SCEIS before. Agencies that will be completing year-end in SCEIS for the first time should send users who will complete year-end closing to this course, rather than the refresher-level year-end training that will be offered later in the spring.**

Please Note: Users who have previously completed the year-end closing process in SCEIS should not take this introductory-level course. The SCEIS Team will announce refresher-level training for users who have experience with the SCEIS year-end process in the near future. **The course below is only for those who have never participated in the year-end closing process and/or attended a year-end course.**

Below you will find details about introductory-level year-end training, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency to ensure they have an opportunity to attend this vital training.**

If you have any questions about the below SCEIS Training information, please email them to training@sceis.sc.gov.

CO500 - Course Information

Course ID/Title: CO500 – SCEIS Managing the Year-End Closing Process Introductory Course

Description: This course is intended to introduce agency procurement and finance supervisors and managers and other designated personnel to South Carolina's year-end closing process. It is designed to enable participants who are new to the year-end process or who have never attended a year-end class to understand the steps involved in the SCEIS SAP year-end closing process, as well as to enable users to perform the associated transactions and managerial procedures. The goal of this course is, upon completion, participants should be able to perform these managerial accounting and procurement activities.

Important Note: *The CO500 course is delivered in a lecture-style format, and does not involve hands-on computer training.*

Target Audience: Employees in any live agency, who have never participated in a SCEIS Year-End Closing and/or attended a year-end closing class, with the following roles: Agency Buyer, Procurement Manager, Accounting Manager, Fixed Asset Manager, Budget Manager, Grants Director, Grants Manager, Finance Director, Budget Director, Procurement Director

CO500 - Section 001 – Spring 2012 Details

Course Date: Thursday, May 3, 2012

Course Location:

Transportation Department Headquarters

955 Park Street, Columbia, SC (5th Floor Auditorium)

Driving Directions: <http://www.sceis.sc.gov/location.aspx?id=46>.

Course Time: 9:00 a.m. to 5:00 p.m.

Registration Link: <https://www.surveymonkey.com/s/N7N7XHT>